

APPENDIX Q

SAMPLE SCOPE OF WORK NON-TIME CRITICAL ORDNANCE AND EXPLOSIVES (OE) REMOVAL ACTION at [SITE NAME] [LOCATION] [DATE]

1.0 BACKGROUND AND GENERAL STATEMENT OF WORK.

1.1 OE is a safety hazard and may constitute an imminent and substantial endangerment to the local populace and site personnel. The work shall be performed in a manner consistent with the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Section 104, and the NCP. ***[NOTE: Ref. To CERCLA & the NCP will not be applicable or appropriate for all projects.]*** The contractor shall perform this in accordance with all applicable laws and regulations.

1.2 All activities involving work in areas potentially containing unexploded hazards shall be conducted in full compliance with CEHNC, ISACE, DA and DoD requirements regarding personnel, equipment, and procedures. 29 CFR 1910.120 shall apply to all actions taken at this site.

1.3 The contractor shall obtain any permits and licenses necessary to conduct his/her operations including, but not necessarily limited to, building permits, licenses to purchase explosives, and Department of Transportation (DOT) permits for transport of ordnance and explosives (OE) and Hazardous, Toxic and Radiological Waste (HTRW) on public highways.

1.4 Due to the inherent risk in this type of operation, UXO personnel shall not be engaged in UXO operations more than 40-hours a week or more than 10-hours a day. The work schedule may be either four 10-hour days or five 8-hour days.

1.5 HTRW and CWM at OE Response Sites. During OE response, the contractor may encounter HTRW material or non-stockpile Chemical Warfare Materiel (CWM). In such

situations, the following shall apply:

1.5.1 Hazardous Toxic or Radiological Waste (HTRW), unexploded ordnance constituents, or CWM may be in munitions, containers, landfills, Open Burning/Open Detonation (OB/OD) areas, ground spills, surface water or groundwater. If suspected HTRW of unknown origin and nature is encountered, the contractor shall immediately notify the U. S. Army Engineering and Support Center, Huntsville (USAESCH) OE Design Center. The contractor shall take necessary actions to protect the safety of his/her workforce, the public, and the environment.

1.5.2 During conventional OE operations, if the contractor identifies or suspects CWM, the contractor shall immediately withdraw upwind from the work area and notify the appropriate personnel as identified in each Task Order (TO) or approved Work Plan. The contractor shall secure the area and provide two personnel located upwind of the suspect CWM to secure the site until relieved by the Technical Escort Unit (TEU) or Explosive Ordnance Disposal (EOD) personnel.

1.6 Site Description and History.

[Include site description, history and setting, as necessary]

TABLE 1

AREA	BRIEF DESCRIPTION	SIZE, ACRES	ANTICIPATED OE

1.7 Definitions. (See Section C of basic contract)

2.0 OBJECTIVE.

2.1 The objective of this Task Order is for the contractor to safely locate, identify, and make final disposition of all OE and OE-related scrap from the site in accordance with the required clearance depths shown in Table 2.

**TABLE 2
REQUIRED CLEARANCE DEPTHS**

OE Items Encountered at the Site	Required Depth of Detection & Clearance
OE Scrap larger than 4 [other] inches in any dimension	0.25 feet
Tbd	Tbd
Tbd	Tbd
Tbd	Tbd
Tbd	Tbd
Tbd	Tbd
Tbd	Tbd
Tbd	Tbd

2.2 All UXO and OE items larger than ____ mm in diameter, but not specifically listed on Table 3, shall be removed to their calculated detection depth as shown in DID [OE-005-05](#), para 10.4.1. **[NOTE TO TM: THE BASIC CONTRACT MUST BE CHECKED TO MAKE SURE THAT QA CRITERIA INSERTED IN THE SCOPE DO NOT CONFLICT WITH THE QA CRITERIA IN THE BASIC CONTRACT]**

3.0 DESCRIPTION OF SERVICES.

3.1 (Task 1) Site Visit and Records Search. A site visit not to exceed ____ days and

_____ contractor personnel will be performed. The Contractor will coordinate with the Project Manager (PM) at least ten (10) calendar days in advance of the site visit. The site visit team shall include the Contractor's Project Manager, a Senior UXO Supervisor, and _____. The objective of the site visit is for the Contractor's Team to gain familiarization with the site, in general, and to gather information required to assemble an acceptable and executable Work Plan. The Contractor shall not perform any UXO-related activities during the site visit. The Contractor shall prepare an Abbreviated Site Safety and Health Plan (ASSHP) and submit the plan to the Contracting Officer for review and approval prior to the visit. The ASSHP has a brief, fill-in-the-blank format, and may be obtained from the USAESCH PM. The Contractor shall ensure that the visit is fully coordinated and that all members of the site visit team maintain compliance with the ASSHP. The Contractor shall also coordinate with the local points of contact prior to the site visit.

3.1.1 The contractor's UXO representative shall conduct a daily safety briefing to all personnel visiting the site prior to entry.

3.1.2 The contractor shall photograph and videotape the site for future reference.

3.1.3 If OE is encountered, it will be avoided and personnel shall follow instructions of the contractor's UXO representative in evacuating the area. The USAESCH OE Safety Group shall be contacted by phone, as soon as possible, to discuss interim actions. USAESCH may ask that local law enforcement officials be instructed to secure the site and contact the local EOD unit. USAESCH will then coordinate with EOD and may provide an OE Safety Specialist to assess the risks and recommend a course of action.

3.2 (TASK 2) PREPARE WORK PLAN. The contractor shall prepare and submit, for Contracting Officer Approval, a WP in accordance with DD Form 1423 and DD Form 1664 [OE-005-01](#), describing how the required effort will be accomplished. The WP shall describe the contractor's proposed method of accomplishing the required work, in accordance the Basic Contract, and this Scope of Work (SOW), and associated reference

documents. The contractor may not mobilize to the site or begin working until the WP has been approved and a permission to mobilize issued. No single technical approach is appropriate for all OE sites. Therefore, the Site Specific Work Plan prepared by the contractor shall describe and justify the particular technical approaches proposed for use on this project. The Work Plan shall address the elements noted in Table 3, as applicable. Those elements that are not applicable shall be so noted.

TABLE 3

Data Item Description	Effective Date	Required for this Project WP?	Description
OE-005-02	See Table 4	Yes/No	Technical Management Plan
OE-005-03	See Table 4	Yes/No	Explosives Management Plan
OE-005-04	See Table 4	Yes/No	Explosives Siting Plan
OE-005-05	See Table 4	Yes/No	Geophysical Investigation Plan
OE-005-06	See Table 4	Yes/No	Site Safety and Health Plan
OE-005-07	See Table 4	Yes/No	Location Surveys and Mapping Plan
OE-005-08	See Table 4	Yes/No	Work, Data, and Cost Management Plan
OE-005-09	See Table 4	Yes/No	Property Management Plan
OE-005-10	See Table 4	Yes/No	Sampling and Analysis Plan
OE-005-11	See Table 4	Yes/No	Quality Control Plan
OE-005-12	See Table 4	Yes/No	Environmental Protection Plan
OE-005-13	See Table 4	Yes/No	Investigation Derived Waste Plan
OE-005-14	See Table 4	Yes/No	Geographical Information System Plan
OE-060	See Table 4	Yes/No	Conventional Explosives Safety Submission

3.3 (TASK 3) PERFORM LOCATION SURVEYS AND MAPPING. The contractor shall provide the necessary personnel and equipment to perform location and mapping surveys in accordance with DID [OE-005-07](#).

3.4 (TASK 4) VEGETATION REMOVAL. The contractor shall provide the necessary personnel and equipment to perform the minimum vegetation removal necessary to support UXO clearance at the site. The procedures used shall comply with the approved WP.

3.5 (TASK 5) PERFORM UXO CLEARANCE. The contractor shall provide the necessary personnel and equipment to locate, gain access, identify, recover, store, and apply final disposition procedures to OE at this site. A planned, systematic, effective approach shall

be used. The procedures used shall comply with those contained in Basic Safety Concepts and Considerations for Ordnance and Explosives Operations and the approved WP. If burning/detonating operations cannot be conducted on-site, the contractor shall submit a disposal feasibility letter for Contracting Officer approval, in accordance with DID OE-040. All transportation and demolition of UXO shall be in accordance with all applicable Federal, State, and local laws and regulations, including the disposal alternative approved by the Contracting Officer. If UXO is encountered that cannot be moved due to its condition and the location prevents disposal in place, then the on-site USACE OE Safety Specialist or Range Control shall be notified.

3.6 Final Disposition of AEDA / Range Residue. The Contractor shall furnish all necessary personnel and equipment to make final disposition on all recovered AEDA/Range Residue.). The methodology to accomplish this task shall be proposed in the Work Plan.

3.6.1 The Contractor shall follow the provisions of DOD 4160.21-M when making final disposition of AEDA/Range Residue. The Contractor shall complete a DD Form 1348-1A. In the event that DRMO does not accept scrap or is not locally available, the Contractor shall arrange in advance for a local scrap contractor to remove the scrap. The DRMO or local scrap dealer shall be identified in the Work Plan. The Contractor will also include in the Work Plan the written direction from DRMO, if directed, to a local scrap dealer and a written statement from the dealer that the scrap will be processed through a smelter or furnace prior to resale or release. In the event that DRMO is not available, an approved local scrap dealer may be used. These documents are required even if the AEDA/Range Residue is conveyed to a local scrap dealer rather than DRMO.

3.6.1.2 Inspection of AEDA/Range Residue

3.6.1.3 The UXO contractor shall ensure that this property is 100 percent properly inspected IAW the inspection procedures specified in the Work Plan. The inspection

shall be performed by qualified UXO personnel. UXO contractor personnel responsible for certifying AEDA/Range residue must meet the qualification requirements specified in DID OT-025. *AEDA/Range residue certification will be entered on the DD 1348-1A as follows:*

"This certifies that the AEDA residue, Range Residue, and/or Explosive Contaminated Property listed has been 100 percent properly inspected and to the best of our knowledge and belief, are inert and/or free of explosives or related material."

The certification requires dual signatures. The SUXOS will sign as the certifier, and the USACE OE Safety Specialist will sign as the verifier.

3.7 (TASK 7) PERFORM QUALITY CONTROL. The contractor shall furnish the necessary personnel and equipment to administer a Quality Control (QC) Program to manage, control, and document contractor and subcontractor activities to ensure compliance with contract requirements. The methodology to accomplish this task shall be proposed in the WP and shall be IAW USAESCH Data Item Description [OE-005-11](#), "Quality Control Plan". The QC activities shall be documented and included in the Final Report.

3.8 (TASK 8) REMOVAL REPORT. The Contractor shall prepare a Removal Report that fully documents all activities performed under this Contract, in accordance with DID [OE-030](#).

3.9 (TASK 9) MEETINGS AND COMMUNITY INVOLVEMENT. The Contractor shall, as directed by the Contracting Officer, participate in on-site and off-site technical meetings and community involvement meetings, as necessary.

4.0 SUBMITTALS AND CORRESPONDENCE

4.1 Format and Content of Final Reports. The contractor shall submit a site specific

final report that is formatted accordance with DID [OE-030](#). All data including raw analytical and electronic data, generated under this task order are the property of the DoD and USAESCH has unlimited rights regarding their use.

4.2 Review Comments. Various reviewers will have the opportunity to review submittals made by the Contractor under this Contract. The Contractor shall review all comments received through the USAESCH PM and evaluate their appropriateness based upon their merit and the requirements of the SOW. The Contractor shall provide written response to each comment.

4.3 Correspondence. The Contractor shall keep a record of each phone conversation and written correspondence affecting decisions relating to the performance of this TO. A summary of the phone conversations and written correspondence shall be submitted with the monthly progress report to the Contracting Officer.

4.4 On-Site Coordination. The Contractor shall keep the Contracting Officer's on-site representative informed of day-to-day field activities occurring on site. Where Contractor activities are likely to require coordination with various other activities at the site, the Contractor shall notify the POC identified by the Contracting Officer sufficiently ahead of time to allow for coordination activities to take place.

4.5 Schedule and Submittals. The Contractor shall submit all deliverable data to the Contracting Officer and other reviewers shown in Section 4.8 IAW the following schedule. All submittals shall be delivered to all addressees no later than the close of business (COB) on the day indicated in this paragraph. In addition, submittals to regulatory reviewers shall be shipped by registered mail or other method where a signed receipt is obtained indicating the date received and the individual accepting the submittal.

4.6 The contractor shall furnish copies of the plans and reports as indicated to each addressee listed and in the quantities indicated. Following each submission, comments generated as a result of their review shall be incorporated by the contractor.

4.7 Contract Deliverables.

SUBMITTAL #	DOCUMENT/MEETING	DATE DUE
1	Draft Work Plan	30 calendar days after Site Visit
2	Final Work Plan	15 calendar days after receipt of comments from Contracting Officer
3	Draft Removal Report	60 calendar days after completion of field work
4	Final Removal Report	30 calendar days after receipt of comments from Contracting Officer
5	Monthly Reports	NLT 10th calendar day of following month

In addition to the hard copies required above, the Final WP and the final Report shall be sent on a CD-ROM in Microsoft Word format to CEHNC-OE-DC only.

4.7.1 The overall completion date shall be on _____.

4.8 Addressees.

ADDRESS	# OF COPIES
U.S. Army Engineering and Support Center ATTN: CEHNC-OE-DC (Name) P.O. Box 1600 Huntsville, Alabama 35807-4301	4 reports
U.S. Army Engineer District, _____ ATTN: Office Symbol (Name) Address	4 reports
U.S. Army Engineer Division, _____ ATTN: Office Symbol (Name) Address	1 report
Headquarters, U.S. Army Corps of Engineers ATTN: CEMP-RF (Name) 20 Massachusetts Avenue, NW Washington, D.C. 20314-1000	1 report

4.9 Contract DIDs. The following DIDs have submission requirements that may be applicable to this SOW. The DIDs are available on the USAESCH Web Page at <http://www.hnd.usace.army.mil/oew/policy/dids/didindx.html>

Table 4- Data Item Description Index

Number	Date	Applicable to this SOW?	Title
OE-005-01	000303	Yes/No	Type II Work Plan
OE-005-02	000303	Yes/No	Technical Management Plan
OE-005-03	990825	Yes/No	Explosives Management Plan
OE-005-04	000303	Yes/No	Explosives Siting Plan
OE-005-05	000303	Yes/No	Geophysical Investigation Plan
OE-005-06	000303	Yes/No	Site Safety and Health Plan
OE-005-07	000303	Yes/No	Location Surveys and Mapping Plan
OE-005-08	000303	Yes/No	Work, Data, and Cost Management Plan
OE-005-09	000303	Yes/No	Property Management Plan
OE-005-10	000303	Yes/No	Sampling and Analysis Plan
OE-005-11	000303	Yes/No	Quality Control Plan
OE-005-12	000303	Yes/No	Environmental Protection Plan
OE-005-13	000303	Yes/No	Investigative Derived Waste Plan
OE-005-14	000303	Yes/No	Geographical Information System Plan
OE-015	000303	Yes/No	Accidents/Incidents Reports
OE-025	000303	Yes/No	Personnel/Work Standards
OE-030	000303	Yes/No	Site Specific Final Report
OE-040	000303	Yes/No	Disposal Feasibility Report
OE-045	000303	Yes/No	Report/Minutes, Record of Meetings
OE-055	000303	Yes/No	Telephone Conversation/Correspondence Records
OE-060	000303	Yes/No	Conventional Explosives Safety Submission
OE-085	000303	Yes/No	Weekly Status Report
OE-080	000303	Yes/No	Monthly Status Report
OE-090	000303	Yes/No	Ordnance Filler Report

5.0 PUBLIC AFFAIRS. The Contractor shall not make available or publicly disclose any data generated or reviewed under this contract or any subcontract unless specifically authorized by the Contracting Officer, the U.S. Army Engineer District, _____, Public Affairs Office (PAO) and/or the OE Design Center PAO. When approached by any person or entity requesting information about the subject of this contract, the Contractor shall defer

to the PAO for response. Reports and data generated under this contract are the property of the Government and distribution to any other source by the Contractor is prohibited unless authorized by the Contracting Officer.

6.0 SPECIAL INSTRUCTIONS.

6.1 During field activities on ordnance projects, hardhats need not be worn unless a head injury threat is present.

6.2 Contractor sweep personnel shall have no metal parts in or on their footwear.

7.0 REFERENCES. See Basic Contract.

7.1 Additional References.

7.1.1 tbd

7.1.2 tbd

8.0 GOVERNMENT FURNISHED

8.1 Rights-of -Entry

8.2 Available Maps

8.3 tbd